



DEPUTY COMMUNITY DEVELOPMENT MANAGER – ECONOMIC DEVELOPMENT DIVISION

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and administer the activities and operations of the Economic Development Division; and to provide responsible and complex administrative support to the Community Development Manager. This position is a deputy department head who cooperates and coordinates with the citizens of Tempe, City departments, and outside agencies and individuals, to provide the Division's services to internal and external customers.

Supervision Received and Exercised:

Receives general direction from the Community Development Manager.

Exercises administrative supervision over profession, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. For a listing of a specific position's essential job functions, see the recruitment bulletin at time of job opening.

Duties may include, but are not limited to, the following:

- Facilitate the provision of the highest level of quality customer service possible for Division customers. Insure that internal and external customers are provided the Division's services in the most courteous, friendly and facilitatory manner possible.
- Administer, plan, and direct the Division, including the Business Recruitment and Retention programs, depending on area of assignment.
- Develop, plan, implement, and manage Division goals, objectives and workplans; assign work activities, projects, and programs; monitor workflows;

CITY OF TEMPE

Deputy Community Development Manager – Economic Development Division (continued)

recommend, administer, review and update administrative practices, procedures and policies.

- Develop, propose and implement services, programs and policies for effective recruitment of new industry, new business, and new investments in the area; propose and develop policies to stimulate expansion of existing industry, existing business, and existing investments in the area.
- Network within the business and regional economic development organizations; represent and promote the City through participation on various committees, business round tables, and strategic alliances to develop strong working relationships with key individuals in finance, real estate, development, and business.
- Act as liaison to existing industrial and business land and building owners, developers, marketing firms, financial transportation and utility firms, and Federal, State, regional and county agencies regarding loans, grants, data, and educational resources relating to the economic development program.
- Develop, coordinate, and oversee business and industry research, reports and recommendations activities.
- Select, train, motivate and evaluate subordinate personnel; provide or coordinate staff training; work with employees to correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in planning, community, urban economic development, project management or a related field which involved considerable contact with municipal governments, developers, or operations management.

Training:

*Effective February 2000
Revised August 2001
Revised Nov 2005*

CITY OF TEMPE

Deputy Community Development Manager – Economic Development Division
(continued)

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, urban planning or a related field.

This position is unclassified and pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 0386

FLSA: Exempt